

PROSPECT HEIGHTS PARK DISTRICT

# BOARD REPORT

JUNE 19, 2018



110 West Camp McDonald Road, Prospect Heights, Illinois 60070  
847.394.2848 | [www.phparks.org](http://www.phparks.org) |



**PUBLIC NOTICE**  
**Prospect Heights Park District**  
**Agenda for the June 19, 2018 Regular Board Meeting**  
**Gary Morava Recreation Center**  
**110 W Camp McDonald Road, Prospect Heights, IL 60070**

- I. **Call to Order – 7:00 p.m.**
  - A. **Roll Call**
  - B. **Pledge of Allegiance**
- II. **Corrections/Additions/Approval of Agenda**
- III. **Correspondence**
- IV. **Recognition/Welcome**
  - A. **Residents**
  - B. **Guests**
- V. **Presentation**  
**Tracey Crawford, NWSRA Executive Director**
- VI. **Approval of Minutes**  
**Regular Board Meeting – May 15, 2018**
- VII. **Announcements (Meetings)**  
**Regular Board Meeting - July 17, 2018 7:00 p.m. GMRC**
- VIII. **Park District Treasurer's Report**
- IX. **Business Manager Report**
- X. **Attorney's Report**  
**Legal Matter**
- XI. **Administrative/Operational Summary**
  - A. **Executive Director**
  - B. **Superintendent of Recreation**
  - C. **Superintendent of Facilities and Parks**
  - D. **Director of Golf Operations**
  - E. **Superintendent of Greens**
  - F. **Administrative/Operational Updates**
- XII. **Committees of the Board**
  - A. **Committee of the Whole**  
Chairman Tim Jones, Sub Chair Terry Curtis
  - B. **Finance Committee**  
Chairman Vicki Carney, Sub Chair Eric Kirste
  - C. **OOCC Programs, Facilities Grounds & Maintenance Committee**  
Chairman Bob Loranger Sub Chair Karl Jackson
  - D. **Personnel & Planning Committee**  
Chairman Bob Loranger, Sub Chair Vicki Carney
  - E. **Policy & Procedure Committee**  
Chairman Terry Curtis, Sub Chair Ellen Avery

- F. **Recreation Facilities, Parks & Maintenance Committee**  
Chairman Tim Jones
- G. **Recreation Programs & Resident Relations Committee**  
Chairman Ellen Avery, Sub Chair Eric Kirste

XIII. **Public Comment**

Completion of Resident Comment Form required prior to Call to Order. Submit to Executive Director.

XIV. **Unfinished/Ongoing Business**

- A. Food, Beverage & Banquet Service at Old Orchard Country Club
- B. Park District Appointment of Legal Counsel June 2018-May 2019

XV. **New Business**

- A. ComEd Recreational Bike Path & Prairie Lease Renewal
- B. Tax Abatement Series 2014B Bonds Ordinance 06.19.18A
- C. Prevailing Wage Ordinance 06.19.18B
- D. Resolution Establishing a Policy for Electronic Attendance at Meetings of the Board of Commissioners of the Prospect Heights Park District 06.19.18A
- E. Resolution Establishing Policy Concerning Destruction of Certain Closed Session Verbatim Records 06.19.18B

XVI. **Recess into Executive Session (Visitors are Excused at this Time)**

In accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of the following items:  
Personnel (Section 2(c) (1))

XVII. **Adjournment**

Note 1: Meeting Location – Gary Morava Recreation Center, 110 W Camp McDonald Road, Prospect Heights, IL

Note 2: If you would like to attend a Park Board meeting but require an auxiliary aid, such as a sign language interpreter, please contact the Executive Director, 847-394-2848, at least 72 hours prior to the scheduled meeting.

*Our mission is to enhance the quality of life for all residents of the District through the development and maintenance of park lands and facilities utilizing available resources, as well as to promote community involvement through a variety of recreation programs, educational opportunities and special events.*

**REGULAR BOARD MEETING  
OF THE COMMISSIONERS AND OFFICERS  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, MAY 15, 2018**

**Call to Order**

**Roll Call**

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:00 p.m.

**Commissioners present:**

Ellen Avery  
Vicki Carney  
Terry Curtis  
Karl Jackson  
Tim Jones  
Eric Kirste

**Also Present:**

Christina Ferraro – Executive Director  
Julie Caporusso – Superintendent of Recreation  
Dino Squiers – Superintendent of Parks & Facilities  
Edlyn Castil – Admin. Asst./Recording Secretary

**Commissioners absent:**

Bob Loranger

A quorum was present.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Tim Jones.

**Corrections/Additions/Approval of Agenda**

A motion was made by Commissioner Kirste and seconded by Commissioner Jackson to approve the agenda as submitted with one absent (Commissioner Loranger). The motion was approved with a voice vote. The motion carried.

**Correspondence**

Executive Director Christina Ferraro discussed the correspondence received:

- IAPD PowerPlay! Beyond School Grant Award Letter dated 03/15/18
- Betsy Ross School Student Petition to Change the Safety Break Time
- PDRMA Annual Report

**Recognition/Welcome**

Abdullah Khan of Knutte & Associates was in attendance.

**Presentation – 2017 Knutte & Associates Audit Presentation/Approval**

Auditor Abdullah Khan of Knutte & Associates presented the Prospect Heights Park District Comprehensive Annual Financial Report year ended December 31, 2017. There was discussion and Abdullah answered questions the Board presented.

A motion was made to accept the Prospect Heights Park District Comprehensive Annual Financial Report year ended December 31, 2017 by Commissioner Carney and seconded by Commissioner Kirste. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste

Nays: None

Absent: Commissioner Loranger

The motion carried.



**Approval of Minutes****Regular Board Meeting – March 20, 2018**

A motion was made by Commissioner Avery and seconded by Commissioner Kirste to approve the March 20, 2018 Regular Board Meeting Minutes as submitted. The motion was approved with a voice vote with one absent (Commissioner Loranger). The motion carried.

**Announcements (Meetings)**

A Committee of the Whole Parks Tour meeting will be held on May 24, 2018 at 4 p.m. and will start at OCCC. The next Regular Board Meeting is scheduled on June 19, 2018 at 7 p.m. at GMRC.

**Park District Treasurer's Report****Approval of Warrants for Payment**

Vendor #3		\$	34,355.35
Vendor #3A		\$	23,010.66
Vendor #3B		\$	31,650.12
Vendor #3C	Electronic	\$	35,273.48
Vendor #4		\$	85,603.80
Vendor #4A		\$	34,846.81
Vendor #4B		\$	72,228.38
Vendor #4C		\$	28,855.29
Vendor #4D	Electronic	\$	20,900.40
Payroll #5	03/02/18	\$	60,305.74
Payroll #6	03/16/18	\$	60,882.53
Payroll #7	03/30/18	\$	56,659.73
Payroll #8	04/13/18	\$	54,824.44
Payroll #9	04/27/18	\$	56,879.90
Total of Warrants		\$	656,276.63

A motion was made by Commissioner Carney and seconded by Commissioner Avery to accept Warrants for payment as submitted for Vendor Warrants # 3, 3A, 3B, 3C, 4, 4A, 4B, 4C, 4D and Payroll 5, 6, 7, 8, 9 in the amount of \$656,276.63. The motion was approved by a roll call vote.

Ayes: Commissioners Avery, Carney, Curtis, Jackson, Jones, Kirste

Nays: None

Absent: Commissioner Loranger

The motion carried.

**Business Manager Report**

Executive Director Christina Ferraro reported that the District has received about \$400,000 in property tax during the month of March. A \$140,000 bond payment is due June 1<sup>st</sup>. Staff is continuing the search for a Finance Manager and in the process of evaluating resumes.

**Attorney's Report**

There was no report.

**Administrative / Operational Summary**

**Executive Director** – as submitted. Executive Director Christina Ferraro reported she will be attending the Heron Pond HOA meeting on May 16<sup>th</sup>. The IAPD Summer Golf Tour is scheduled at OCCC on May 21<sup>st</sup>, Community Day is on June 2<sup>nd</sup> and the Block Party on June 23<sup>rd</sup>. The RFP for the District's website was released on May 14<sup>th</sup> with a deadline for submittal on June 1<sup>st</sup>.

**Administrative / Operational Summary (continued)**

**Superintendent of Recreation** – as submitted. Superintendent of Recreation Julie Caporusso also reported Supervisor of Recreation Marci Gliniski obtained her CPRP certification. All Recreation Staff are now all CPRP certified. Preschool graduation ceremonies will be held on May 7<sup>th</sup> and 8<sup>th</sup> at OCCC. The Spring Dance Recital was held on May 12<sup>th</sup>.

**Superintendent of Facilities and Parks** – as submitted. Superintendent of Parks & Facilities Dino Squiers reported that staff has started to fill the pool. Lifeguards training in the water will start on May 18<sup>th</sup>. GMRC lost power on May 12<sup>th</sup>. ComEd responded to the outage and was able to restore the power by late afternoon. The baseball fields are in good shape.

**Director of Golf Operations** – as submitted.

**Superintendent of Greens** – as submitted.

**Committees of the Board**

There were none.

**Public Comment**

There were none.

**Unfinished/Ongoing Business****Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reviewed the timeline. She reported that she met with Director of Golf Operations Marc Heidkamp and Marketing Coordinator Ali Geary to discuss marketing. Advertising will be included in The Knot starting September 2018.

**New Business****Nomination and Election of Officers**

An omnibus motion was made by Commissioner Curtis and seconded by Commissioner Carney to open the nominations for 2018-2019 Park Board President, Vice-President, Treasurer and Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Jackson and seconded by Commissioner Carney to nominate Tim Jones as Park Board President, Terry Curtis as Park Board Vice-President, Vicki Carney as Park Board Treasurer and Ellen Avery as Park Board Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Curtis and seconded by Commissioner Avery to close nominations for 2018-2019 Park Board President, Park Board President, Vice-President, Treasurer and Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

A motion was made by Commissioner Carney and seconded by Commissioner Jackson to elect Tim Jones President, Terry Curtis Vice-President, Vicki Carney Treasurer and Ellen Avery Secretary by acclamation. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

**New Business (continued)****Park District Appointments June 2018-May 2019****Representative to NWSRA Board and Recording Secretary**

An omnibus motion was made by Commissioner Jones and seconded by Commissioner Carney to appoint Christina Ferraro as Representative to NWSRA Board and Edlyn Castil as Prospect Heights Park District Board Recording Secretary. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

**Committees of the Board Selection**

Commissioner Jones reviewed the following committee selections:

- **Committee of the Whole**  
Chairman Tim Jones, Sub Chair Terry Curtis
- **Finance Committee**  
Chairman Vicki Carney, Sub Chair Eric Kirste
- **OCCC Programs, Facilities Grounds & Maintenance Committee**  
Chairman Bob Loranger Sub Chair Karl Jackson
- **Personnel & Planning Committee**  
Chairman Bob Loranger, Sub Chair Vicki Carney
- **Policy & Procedure Committee**  
Chairman Terry Curtis, Sub Chair Ellen Avery
- **Recreation Facilities, Parks & Maintenance Committee**  
Chairman Tim Jones
- **Recreation Programs & Resident Relations Committee**  
Chairman Ellen Avery, Sub Chair Eric Kirste

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Kirste to adjourn the Regular Board Meeting at 7:46 p.m. The motion was approved by a voice vote with one absent (Commissioner Loranger). The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_  
Ellen Avery, Prospect Heights Park District Secretary



TO: Board of Commissioners, Prospect Heights Park District

Pink

FROM: Park District Treasurer

DATE: 6/19/2018 CASH REPORT FY 18

*Motion by Commissioner \_\_\_\_\_ to approve CASH REPORT 6  
as submitted. Seconded by Commissioner \_\_\_\_\_.*

Voice Vote

## ACCOUNTS

## AMOUNTS

Mt. Pros.State	Payroll	#90001511	sweep acct.	outstanding checks	\$	(2,141.75)
Mt. Pros.State	Vendor	#90001503	sweep acct.	outstanding checks	\$	(126,310.27)
Mt. Pros.State	Imprest	#90001529			\$	4,659.03
Mt. Pros.State	General/Swee	#90001498			\$	824,574.95
Mt. Pros.State	ATM	#90001537	Combined Bal -- Account and ATM Machine		\$	26,853.03
Mt. Pros.State	Cash Reserve	#90001545			\$	351,584.69
Mt. Pros.State	Class- Reg.	#90002787	sweep acct.	deposit in transit	\$	-
Mt. Pros.State	Investment	#107503657			\$	3,036,603.95
TOTALS					\$	4,115,823.63

6/19/2018

FINANCIAL  
RESOLUTION

*Motion by Commissioner \_\_\_\_\_ to approve WARRANT RESOLUTION  
6/19/2018 as submitted. Seconded by Commissioner \_\_\_\_\_.*

APPROVAL OF WARRANTS 6/19/2018

VENDOR WARRANTS		Ck From - To	AMOUNTS
5	In the amount of	46323-46367	\$147,556.98
5A	In the amount of	46368-46404	\$40,328.34
5B	In the amount of	46405-46468	\$72,673.94
Total Vendor Warrants			\$260,559.26

PAYROLL WARRANTS			
10	In the amount of	49576-49591	\$60,678.49
		gross plus employer costs	
11	In the amount of	49592-49610	\$61,120.02
		gross plus employer costs	
Total Payroll Warrants			\$ 121,798.51

TOTAL OF WARRANTS	\$382,357.77
6/19/2018	

Roll Call





Prospect Heights Park District, IL

## Expense Approval Report By Payment Number

Payment Dates 05/07/2018 - 05/07/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46323	5/7/2018 905727597	01079 GOLF BALLS	ACUSHNET COMPANY	300-1361	1,339.29 1,339.29
46324	5/7/2018 6175253852	01993 S/O EQUIPMENT	ADIDAS AMERICA INC	300-42-6010	17.17 17.17
46325	5/7/2018 513394973	01006 PAYROLL PROCESSING PE 4/24/18	ADP LLC	100-01-5430	332.41 332.41
46326	5/7/2018 398977 398977	01667 ACCT # JNJ50 ACCT # JNJ50	AFLAC	100-01-5105 200-02-5105	122.04 70.80 51.24
46327	5/7/2018 2705	01744 MAY 2018 IT SUPPORT	AMI COMMUNICATIONS	100-01-5300	1,540.50 1,540.50
46328	5/7/2018 332030 332331	01014 BASEBALL FIELD SUPPLIES LANDSCAPE & TURF	ARTHUR CLESEN	200-30-6047 300-41-6026	1,009.58 868.08 141.50
46329	5/7/2018 104783 104848 104879 104879 104880 104916 104916 104917 104917	01015 OCC CONTRACTED SERVICES CONTRACTED SERVICES MAINTENANCE CONTRACTED SERVICES PARKS CONTRACTED SERVICES CONTRACTED SERVICES OCC CONTRACTED SERVICES OCC CONTRACTED SERVICES MAINTENANCE CONTRACTED SERVICES PARKS CONTRACTED SERVICES	ASSOCIATED LABOR CORPORATION OF AMERICA	300-40-5300 300-41-5300 200-02-5300 200-30-5300 300-41-5300 300-40-5300 300-40-5300 200-02-5300 200-30-5300	8,599.48 566.80 1,800.60 55.44 815.50 1,452.42 194.60 2,803.40 55.44 855.28
46330	5/7/2018 8941776	01086 IRRIGATION MAINTENANCE	BOARDTRONICS INC	300-41-5428	1,259.70 1,259.70
46331	5/7/2018 3871	01614 RANGE BALLS	BURLINGTON GOLF	300-44-6028	1,306.25 1,306.25
46332	5/7/2018 ACCT# 009634 05.04.....	01415 CREDITS/INVOICES	COBRA GOLF INC	300-1360	2,402.41 2,402.41
46333	5/7/2018 8771100700162793 ...	01022 OCC CABLE/INTERNET	COMCAST	300-40-5320	124.12 124.12
46334	5/7/2018 3444	01030 LANDSCAPE & TURF MATERIALS	DES PLAINES MATERIAL & SUPPLY	300-41-6026	239.95 239.95
46335	5/7/2018 0237045-IN	01324 FITNESS CENTER CAPITAL PURCHASE	DIRECT FITNESS SOLUTIONS LLC	518-99-8050	5,270.00 5,270.00
46336	5/7/2018 300430	01585 LANDSCAPE & TURF MATERIALS	FAULKS BROS CONSTRUCTION INC	300-41-6026	1,578.72 1,578.72
46337	5/7/2018 29502	01994 EQUIPMENT	FLOATS EYEWEAR	300-1360	498.00 498.00
46338	5/7/2018 MAY 2018	01250 CONTRACTUAL CLASS	GARY KANTOR	200-05-5300	32.00 32.00

## Expense Approval Report

Payment Dates: 05/07/2018 - 05/07/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46339	5/7/2018	01992	GLOBAL EQUIPMENT COMPANY INC		323.78
	112568797	FITNESS CAPITAL PURCHASE		518-99-8050	179.89
	112573061	REPLACEMENT MATERIAL		200-02-6032	143.89
46340	5/7/2018	01423	GORDON FOOD SERVICE INC		312.46
	939065854	JANITORIAL SUPPLIES		300-40-6022	192.90
	939066079	JANITORIAL SUPPLIES		300-40-6022	119.56
46341	5/7/2018	01693	HINCKLEY SPRINGS		51.64
	15330710 042918	ADMIN WATER		100-01-5430	51.64
46342	5/7/2018	01996	IMAGINATION PLAYGROUND LLC		1,471.00
	PROPOSAL# 718889	CAPITAL PURCHASE		518-99-8050	1,471.00
46343	5/7/2018	01045	JW TURF INC		31.53
	P12627	REPAIR PARTS		300-41-6030	31.53
46344	5/7/2018	01398	KEEN EDGE CO		12.40
	429152	REPAIR PARTS		300-41-6030	12.40
46345	5/7/2018	01959	LAYNE CHRISTENSEN COMPANY		84,814.50
	92087458	OCC REPAIR/REINSTALL TEST PUMP & WELL MOTOR		523-99-8020	84,814.50
46346	5/7/2018	01162	MANZELLA PLUMBING INC		1,784.80
	11485	PLUMBING REPAIRS		300-40-5421	338.70
	11486	PLUMBING REPAIR		200-02-5421	270.39
	41162	PLUMBING REPAIR		300-40-5421	1,175.71
46347	5/7/2018	01997	MCCLURE INSERRA & COMPANY CHARTERED		1,425.00
	10194	CONTRACTED SERVICES MARCH 2018		100-01-5430	1,425.00
46348	5/7/2018	01053	MICHAEL WAGNER & SONS		52.36
	1435703	REPAIRS		300-40-5421	52.36
46349	5/7/2018	01054	MIDORI RESTAURANT BANQUET SERVICE		1,600.00
	SPECIAL EVENT 4/22/...SPECIAL EVENT 4/22/18			300-40-6042	1,600.00
46350	5/7/2018	01581	MOTION PICTURE LICENSING CORPORATION		597.81
	504149044	PIN# 5074371 LINCENSE 6/17/18-6/17/19		100-01-5465	597.81
46351	5/7/2018	01057	NAPA HEIGHTS AUTOMOTIVE		19.86
	3563-088396	CHEMICAL SUPPLIES		300-41-6015	9.98
	3563-088440	CHEMICAL SUPPLIES		300-41-6015	9.88
46352	5/7/2018	01058	NCPERS GROUP LIFE INSURANCE		48.00
	51440518	LIFE INSURANCE MONTHLY		100-2030	16.00
	51440518	LIFE INSURANCE MONTHLY		200-2030	32.00
46353	5/7/2018	01059	NICOR		154.50
	99-29-17-000 5 3/22...	ADMIN NATURAL GAS 3/22/18-4/24/18		200-02-5204	154.50
46354	5/7/2018	01720	NORTHFIELD HEATING AND AIR		4,670.00
	04/25/18	HEATING PUMPS REPAIRS		523-99-8010	4,670.00
46355	5/7/2018	01134	NORTHWEST ELECTRICAL SUPPLY		22.00
	17376189	HARDWARE		300-41-6016	22.00
46356	5/7/2018	01264	OAKLEY		183.00
	9000632569	EYEWEAR		300-1360	183.00
46357	5/7/2018	01063	PDRMA		17,526.68
	0418159H	PDRMA HEALTH INSURANCE		100-01-5100	1,746.23
	0418159H	PDRMA HEALTH INSURANCE		100-01-5101	113.25
	0418159H	PDRMA HEALTH INSURANCE		100-01-5102	98.78
	0418159H	PDRMA HEALTH INSURANCE		200-02-5100	5,860.99

## Expense Approval Report

Payment Dates: 05/07/2018 - 05/07/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	0418159H	PDRMA HEALTH INSURANCE		200-02-5101	410.73
	0418159H	PDRMA HEALTH INSURANCE		200-02-5102	118.16
	0418159H	PDRMA HEALTH INSURANCE		200-30-5100	1,700.16
	0418159H	PDRMA HEALTH INSURANCE		200-30-5101	105.15
	0418159H	PDRMA HEALTH INSURANCE		200-30-5102	12.32
	0418159H	PDRMA HEALTH INSURANCE		300-40-5100	3,400.32
	0418159H	PDRMA HEALTH INSURANCE		300-40-5101	210.30
	0418159H	PDRMA HEALTH INSURANCE		300-40-5102	39.34
	0418159H	PDRMA HEALTH INSURANCE		300-41-5100	3,400.32
	0418159H	PDRMA HEALTH INSURANCE		300-41-5101	210.30
	0418159H	PDRMA HEALTH INSURANCE		300-41-5102	100.33
46358	5/7/2018 7316	01064 CHEMICAL SUPPLIES	PENDELTON TURF SUPPLY	300-41-6015	3,800.00 3,800.00
46359	5/7/2018 8000-9000-0008-129...	01135 POSTAGE	PURCHASE POWER	100-01-6000	201.00 201.00
46360	5/7/2018 87212	01468 RANGE SUPPLIES	RANGE SERVANT AMERICA INC	300-44-6028	349.00 349.00
46361	5/7/2018 0551-014013423	01120 OCC WASTE SERVICE 5/2018	REPUBLIC SERVICES INC	300-41-5203	1,055.05 1,055.05
46362	5/7/2018 458	01055 QUARTERLY DUES	ROTARY MOUNT PROSPECT/PROSPECT HEIGHTS ROTARY	100-01-6001	197.00 197.00
46363	5/7/2018 33143514	01078 EQUIPMENT	TAYLOR MADE	300-1360	466.39 466.39
46364	5/7/2018 5118	01964 CONTRACTUAL CLASS	THE WIFFLOT INC	200-05-5300	170.00 170.00
46365	5/7/2018 33987	01404 RIBBON	TOTAL ID SOLUTIONS	300-40-5209	95.00 95.00
46366	5/7/2018 IN-01204929 IN-01206716	01616 HOOK A KID HOOK A KID	TOUR EDGE GOLF MFG INC	300-43-6028 300-43-6028	155.50 77.75 77.75
46367	5/7/2018 IN1254878 IN1262782	01092 S/O EQUIPMENT S/O CLUBS	US KIDS GOLF	300-42-6010 300-42-6010	295.10 171.24 123.86
Grand Total:					147,556.98

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	6,390.42
200 - RECREATION FUND	11,711.27
300 - GOLF	33,049.90
518 - CAPITAL PROJECT FUND	6,920.89
523 - CAPITAL 98 GOLF FUND	89,484.50
<b>Grand Total:</b>	<b>147,556.98</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5100	MEDICAL INSURANCE	1,746.23
100-01-5101	DENTAL INSURANCE	113.25
100-01-5102	LIFE INSURANCE	98.78
100-01-5105	AFLAC	70.80
100-01-5300	CONTRACTED SERVICE	1,540.50
100-01-5430	SERVICE CONTRACTS	1,809.05
100-01-5465	LICENSES AND FEES	597.81
100-01-6000	POSTAGE	201.00
100-01-6001	PUBLIC RELATIONS	197.00
100-2030	INSURANCE WITHHELD	16.00
200-02-5100	MEDICAL INSURANCE	5,860.99
200-02-5101	DENTAL INSURANCE	410.73
200-02-5102	LIFE INSURANCE	118.16
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	154.50
200-02-5300	CONTRACTED SERVICE	110.88
200-02-5421	CONTRACTED REPAIRS PL...	270.39
200-02-6032	REPAIR PARTS BUILDING	143.89
200-05-5300	CONTRACTED SERVICE	202.00
200-2030	INSURANCE WITHHELD	32.00
200-30-5100	MEDICAL INSURANCE	1,700.16
200-30-5101	DENTAL INSURANCE	105.15
200-30-5102	LIFE INSURANCE	12.32
200-30-5300	CONTRACTED SERVICE	1,670.78
200-30-6047	FIELD MAINTENANCE SUP...	868.08
300-1360	GOLF EQUIPMENT INVEN...	3,549.80
300-1361	GOLF BALL INVENTORY	1,339.29
300-40-5100	MEDICAL INSURANCE	3,400.32
300-40-5101	DENTAL INSURANCE	210.30
300-40-5102	LIFE INSURANCE	39.34
300-40-5209	PRINTING	95.00
300-40-5300	CONTRACTED SERVICE	3,564.80
300-40-5320	TELEPHONE	124.12
300-40-5421	CONTRACTED REPAIRS PL...	1,566.77
300-40-6022	JANITORIAL SUPPLIES	312.46
300-40-6042	GOLF SPECIAL EVENT EXP...	1,600.00
300-41-5100	MEDICAL INSURANCE	3,400.32
300-41-5101	DENTAL INSURANCE	210.30
300-41-5102	LIFE INSURANCE	100.33
300-41-5203	DISPOSAL CHARGES	1,055.05
300-41-5300	CONTRACTED SERVICE	3,253.02
300-41-5428	IRRIGATION MAINTENAN...	1,259.70
300-41-6015	CHEMICAL SUPPLIES	3,819.86
300-41-6016	HARDWARE SMALL TOOL ...	22.00
300-41-6026	LANDSCAPE AND TURF M...	1,960.17
300-41-6030	REPAIR PARTS EQUIPMENT	43.93
300-42-6010	GOLF SPECIAL ORDER EQU..	312.27
300-43-6028	PROGRAM SUPPLIES-HOO...	155.50



**Account Summary**

Account Number	Account Name	Payment Amount
300-44-6028	PROGRAM SUPPLIES-WA...	1,655.25
518-99-8050	EQUIPMENT PURCHASE	6,920.89
523-99-8010	BUILDING IMPROVEMENTS	4,670.00
523-99-8020	LAND IMPROVEMENTS	84,814.50
	<b>Grand Total:</b>	<b>147,556.98</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	147,556.98
<b>Grand Total:</b>	<b>147,556.98</b>



Prospect Heights Park District, IL

## Expense Approval Report By Payment Number

Payment Dates 05/16/2018 - 05/16/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46368	5/16/2018 PSI189016	01004 JANITORIAL SUPPLIES	1ST AYD CORPORATION	300-41-6022	162.61 162.61
46369	5/16/2018 905833200	01079 GOLF BALLS	ACUSHNET COMPANY	300-1361	6,129.78 6,129.78
46370	5/16/2018 26507	01442 FIRE EXTINGUISHER SERVICES	ALLSTAR FIRE SERVICE INC	408-99-5325	151.90 151.90
46371	5/16/2018 63565	01909 LEGAL SERVICES APRIL 2018	ANCEL GLINK DIAMOND BUSH DICIANNI & KRAFTHEFER PC	100-01-5332	48.75 48.75
46372	5/16/2018 332453 332453 332612 332893	01014 HARDWARE FERTILIZER FERTILIZER IRRIGATION MAINTENANCE	ARTHUR CLESEN	300-41-6016 300-41-6037 300-41-6037 300-41-5428	2,329.26 77.14 652.40 887.40 712.32
46373	5/16/2018 104953	01015 PARKS CONTRACTED SERVICES	ASSOCIATED LABOR CORPORATION OF AMERICA	200-30-5300	908.32 908.32
46374	5/16/2018 97740071041-97740...	01858 TELEPHONES SERVICES	CALL ONE	200-02-5320	486.83 486.83
46375	5/16/2018 0F94537234 0F94537234	01424 ANNUAL FIRE EXTIGUISHER SERVICES ANNUAL FIRE EXTIGUISHER SERVICES	CINTAS CORP 2	300-40-6032 300-41-6032	537.15 400.00 137.15
46376	5/16/2018 8771100740047145 ...	01022 GMRC CABLE/INTERNET	COMCAST	200-02-5320	129.43 129.43
46377	5/16/2018 8771100740004153 ...	01022 GMRC CABLE	COMCAST	200-02-5320	10.47 10.47
46378	5/16/2018 65039994 65052326	01024 OIL FIELD MAINTENANCE SUPPLIES	CONSERV FS	300-41-6024 200-30-6047	458.09 83.34 374.75
46379	5/16/2018 2018 BLOCK PARTY	02003 2018 BLOCK PARTY	CORTESI ENTERPRISES	413-99-5300	300.00 300.00
46380	5/16/2018 ORDER# 241351A	01999 REFERENCE# 042718A REPAIR PARTS	DECKER EQUIPMENT	200-30-6030	398.82 398.82
46381	5/16/2018 127806	01197 JANITORIAL SUPPLIES	DELTA FOREMOST CHEMICAL CORP	300-40-6022	655.45 655.45
46382	5/16/2018 A21083	01338 ALARM REPAIR	DETECTION SYSTEMS & SERVICE INC	200-02-5424	354.00 354.00
46383	5/16/2018 02-206179	01038 CARTS	HARRIS MOTOR SPORTS	300-41-6034	183.52 183.52
46384	5/16/2018 PARIKH H 05/15/18	02000 REFUND - FIELD TRIP	HIMANI PARIKH	200-03-5475	14.00 14.00
46385	5/16/2018	01351 SPECIAL EVENT USE P...LIQUOR LICENSE SPECIAL EVENT USE PERMIT 2018	ILLINOIS LIQUOR CONTROL COMMISSION	413-99-5465	150.00 150.00

## Expense Approval Report

Payment Dates: 05/16/2018 - 05/16/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46386	5/16/2018 P13180	01045 REPAIR PARTS	JW TURF INC	300-41-6030	86.82 86.82
46387	5/16/2018 BLOCK PARTY 06.23....	02001 BLOCK PARTY 06.23.18	KEITH SEMPLE	413-99-5300	3,000.00 3,000.00
46388	5/16/2018 TONAKANYAN K 05.1...	02004 REFUND - YOUTH ATHLETICS	KRISTINA TONAKANYAN	200-2372	52.00 52.00
46389	5/16/2018 GLINSKI M 5/12/18 GLINSKI M 5/7/18	01036 WALMART - DANCE GIFT CARDS WALGREENS - BUNCO PRIZES	MARCI GLINSKI	200-06-6028 200-11-6028	333.22 263.22 70.00
46390	5/16/2018 10211	01997 PROFESSIONAL SERVICES	MCCLURE INSERRA & COMPANY CHARTERED	100-01-5430	2,652.00 2,652.00
46391	5/16/2018 324899	01773 ADTRAN SERVICES MAY 2018	MIDCO INC	100-01-5469	165.00 165.00
46392	5/16/2018 5/12/18 GOLF OUTI... 5/2/18 GOLF OUTING	01054 DEPOSIT REFUND EVENT DEPOSIT REFUND	MIDORI RESTAURANT BANQUET SERVICE	300-2325 300-2325	528.00 430.00 98.00
46393	5/16/2018 3563-089020	01057 REPAIR PARTS	NAPA HEIGHTS AUTOMOTIVE	300-41-6030	29.24 29.24
46394	5/16/2018 97284L01	01277 AD	PADDOCK PUBLICATIONS INC	300-40-5331	595.00 595.00
46395	5/16/2018 7290	01064 CHEMICAL SUPPLIES	PENDELTON TURF SUPPLY	300-41-6015	100.00 100.00
46396	5/16/2018 7144	01064 FERTILIZER	PENDELTON TURF SUPPLY	300-41-6015	4,680.46 4,680.46
46397	5/16/2018 7291	01064 GREEN & TEE SUPPLIES	PENDELTON TURF SUPPLY	300-41-6025	35.50 35.50
46398	5/16/2018 K-115949	01066 MAY 2018 EMAIL ARCHIVING	PLATINUM SYSTEMS INC	100-01-5300	190.00 190.00
46399	5/16/2018 770707-1	01070 JANITORIAL SUPPLIES	RAMROD	200-02-6022	93.85 93.85
46400	5/16/2018 2018 BLOCK PARTY	02002 2018 BLOCK PARTY	ROBERT DRENGACZ	413-99-5300	1,000.00 1,000.00
46401	5/16/2018 1134562	01377 APPAREL	STRAIGHT DOWN CLOTHING CO	300-1362	847.43 847.43
46402	5/16/2018 3172373 33050103 33156517 33168957 33178345	01078 S/O EQUIPMENT EQUIPMENT S/O CLUBS EQUIPMENT EQUIPMENT	TAYLOR MADE	300-42-6010 300-1360 300-42-6010 300-1360 300-1360	11,436.05 289.68 10,014.46 541.04 301.19 289.68
46403	5/16/2018 16120	01781 APRIL 2018 IT SUPPORT	THOMAS R PETZEL	100-01-5300	358.75 358.75
46404	5/16/2018 IN1264609	01092 S/O EQUIPMENT	US KIDS GOLF	300-42-6010	736.64 736.64
Grand Total:					40,328.34

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	3,414.50
200 - RECREATION FUND	3,155.69
300 - GOLF	29,156.25
408 - POLICE FUND	151.90
413 - COMMUNITY EVENTS	4,450.00
<b>Grand Total:</b>	<b>40,328.34</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5300	CONTRACTED SERVICE	548.75
100-01-5332	LEGAL SERVICES	48.75
100-01-5430	SERVICE CONTRACTS	2,652.00
100-01-5469	IT SERVICES CONTRACTS ...	165.00
200-02-5320	TELEPHONE	626.73
200-02-5424	CONTRACTED REPAIRS BU...	354.00
200-02-6022	JANITORIAL SUPPLIES	93.85
200-03-5475	PROGRAM ACTIVITY AND ...	14.00
200-06-6028	PROGRAM SUPPLIES	263.22
200-11-6028	PROGRAM SUPPLIES-ACTI...	70.00
200-2372	REFUND CLEARING ACCO...	52.00
200-30-5300	CONTRACTED SERVICE	908.32
200-30-6030	REPAIR PARTS EQUIPMENT	398.82
200-30-6047	FIELD MAINTENANCE SUP...	374.75
300-1360	GOLF EQUIPMENT INVEN...	10,605.33
300-1361	GOLF BALL INVENTORY	6,129.78
300-1362	GOLF APPAREL INVENTORY	847.43
300-2325	GOLF OPERATION DEPOSI...	528.00
300-40-5331	PROMOTION	595.00
300-40-6022	JANITORIAL SUPPLIES	655.45
300-40-6032	REPAIR PARTS BUILDING	400.00
300-41-5428	IRRIGATION MAINTENAN...	712.32
300-41-6015	CHEMICAL SUPPLIES	4,780.46
300-41-6016	HARDWARE SMALL TOOL ...	77.14
300-41-6022	JANITORIAL SUPPLIES	162.61
300-41-6024	GAS OIL AND GREASE	83.34
300-41-6025	GREEN AND TEE SUPPLIES	35.50
300-41-6030	REPAIR PARTS EQUIPMENT	116.06
300-41-6032	REPAIR PARTS BUILDING	137.15
300-41-6034	REPAIR PARTS CARTS	183.52
300-41-6037	FERTILIZER	1,539.80
300-42-6010	GOLF SPECIAL ORDER EQU..	1,567.36
408-99-5325	SECURITY & FIRE ALARM ...	151.90
413-99-5300	CONTRACTED SERVICE	4,300.00
413-99-5465	LICENSES AND FEES	150.00
Grand Total:		40,328.34

## Project Account Summary

Project Account Key	Payment Amount
**None**	40,328.34
<b>Grand Total:</b>	<b>40,328.34</b>





Prospect Heights Park District, IL

## Expense Approval Report By Payment Number

Payment Dates 05/30/2018 - 5/30/18

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46405	5/30/2018	01079	ACUSHNET COMPANY		1,169.10
	905309290	EQUIPMENT		300-1360	101.71
	905920986	APPAREL		300-1362	731.18
	905957681	APPAREL		300-1362	119.41
	905962681	APPAREL		300-1362	216.80
46406	5/30/2018	01993	ADIDAS AMERICA INC		718.60
	6174884425	EQUIPMENT		300-1360	2,090.23
	6175418626	S/O EQUIPMENT		300-42-6010	50.37
	6175439318	CREDIT MEMO - EQUIPMENT		300-1360	-1,422.00
46407	5/30/2018	01006	ADP LLC		1,099.01
	514179529	PAYROLL PROCESSING		100-01-5430	731.88
	515009773	PAYROLL PROCESSING PE 05/22/18		100-01-5430	367.13
46408	5/30/2018	01007	ADP SCREENING & SELECTION		322.62
	1256064-05-2018	SCREENING & SELECTION MAY 2018		408-99-5465	322.62
46409	5/30/2018	01667	AFLAC		122.04
	796447	ACCT # JNJ50		100-01-5105	70.80
	796447	ACCT # JNJ50		200-02-5105	51.24
46410	5/30/2018	01009	AIRGAS USA LLC		54.00
	9952859132	GROUND SUPPLIES		300-41-5300	54.00
46411	5/30/2018	01199	ALL AMERICAN UNIFORM AND SUPPLY		650.06
	30741	UNIFORMS		300-41-6048	428.61
	30747	UNIFORMS		300-41-6048	221.45
46412	5/30/2018	01014	ARTHUR CLESEN		365.00
	333359	BASEBALL SUPPLIES		200-30-6047	150.00
	333522	FIELD SUPPLIES		200-30-6047	215.00
46413	5/30/2018	01015	ASSOCIATED LABOR CORPORATION OF AMERICA		8,730.91
	104954	CONTRACTED SERVICES		300-41-5056	103.80
	104954	CONTRACTED SERVICES		300-41-5300	3,229.94
	104966	PARKS CONTRACTED SERVICES		200-30-5300	815.50
	104967	CONTRACTED SERVICES		300-41-5056	171.32
	104967	CONTRACTED SERVICES		300-41-5300	3,502.03
	105009	PARKS CONTRACTED SERVICES		200-30-5300	908.32
46414	5/30/2018	01105	BMI		349.00
	31988093	ACCT# 2392556 LICENSE AGREEMENT		100-01-5465	349.00
46415	5/30/2018	01086	BOARDTRONICS INC		122.96
	8941940	IRRIGATION MAINTENANCE		300-41-5428	122.96
46416	5/30/2018	02005	CAROL NOVAK		59.00
	NOVAK C 05/29/18	REFUND - ACTIVE ADULTS		200-2372	59.00
46417	5/30/2018	01096	CITYCOM MARKETING LLC		600.00
	104013	ADS/PROMO		300-40-5331	600.00
46418	5/30/2018	01022	COMCAST		104.43
	8771100740151376 ...	GROUND CABLE/INTERNET 5/23/18-6/22/18		300-41-5320	104.43

## Expense Approval Report

Payment Dates: 05/30/2018 - 5/30/18

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46419	5/30/2018 8771100700162793 ...	01022 OCC CABLE/INTERNET 5/29/18-6/28/18	COMCAST	300-40-5320	124.12 124.12
46420	5/30/2018 4563001190 5/21/18	01023 MUIR FIELD ELECTRIC 4/19/18-5/18/18	COMMONWEALTH EDISON	405-99-5205	27.83 27.83
46421	5/30/2018 102008867 102008868	01024 GASOLINE QTY 350 @ 2.546 GASOLINE QTY 610 @ 2.453	CONSERV FS	100-01-6024 100-01-6024	2,647.70 991.55 1,656.15
46422	5/30/2018 11289315901	01041 705224-46120 GMRC ELECTRIC	CONSTELLATION NEW ENERGY INC	200-02-5205	1,678.60 1,678.60
46423	5/30/2018 11682497201	01041 705224-1 ADMIN ELECTRIC 4/12/18-5/11/18	CONSTELLATION NEW ENERGY INC	200-02-5205	182.44 182.44
46424	5/30/2018 11673211901	01041 #705224-2 OCC ELECTRIC 4/11/18-5/10/18	CONSTELLATION NEW ENERGY INC	300-40-5205	37.93 37.93
46425	5/30/2018 11682486201	01041 #705224-2 OCC ELECTRIC	CONSTELLATION NEW ENERGY INC	300-40-5205	5,236.11 5,236.11
46426	5/30/2018 12280892501	01041 705224-3 BALL FIELD LIGHTS 4/12/18-5/15/18	CONSTELLATION NEW ENERGY INC	405-99-5205	339.38 339.38
46427	5/30/2018 2308201	01042 BG-11652 GROUNDS NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIVISION LLC	300-40-5204	238.89 238.89
46428	5/30/2018 2308200 2308200	01042 GMRC NATURAL GAS OCC NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIVISION LLC	200-02-5204 300-40-5204	2,286.74 1,457.03 829.71
46429	5/30/2018 17-001336	01117 POOL INSPECTION	COOK COUNTY DEPARTMENT OF PUBLIC HEALTH	200-10-5465	300.00 300.00
46430	5/30/2018 10519	01367 TREE OF LIFE CASTING & LEAF	CROWN TROPHY	412-99-4044	185.00 185.00
46431	5/30/2018 22570874	01031 ADMIN/GMRC COPIERS LEASE	DES PLAINES OFFICE EQUIPMENT	100-01-5430	1,002.49 1,002.49
46432	5/30/2018 2923	01624 HOLE IN ONE FEES	DIGITAL GOLF TECHNOLOGIES	300-40-6042	221.25 221.25
46433	5/30/2018 2018 SPRING DANCE ...	01107 2018 SPRING DANCE RECITAL	DISTRICT 214 COMMUNITY EDUCATION	200-06-5350	747.00 747.00
46434	5/30/2018 1155486	02006 EQUIPMENT	DYNAMIC BRANDS	300-1360	240.00 240.00
46435	5/30/2018 115987519	01034 TELEPHONE SERVICES	FIRST COMMUNICATIONS LLC	200-02-5320	474.37 474.37
46436	5/30/2018 S7936742.001	01307 CAPITAL - REPLACEMENT SKYLIGHT	GULFEAGLE SUPPLY	518-99-8010	560.00 560.00
46437	5/30/2018 2018 HOMEOWNERS...	01368 2018 HOMEOWNERS ANNUAL ASSESSMENT	HERON POND HOMEOWNERS ASSOCIATION	200-30-5465	750.00 750.00
46438	5/30/2018 15330710 052718	01693 ADMIN WATER	HINCKLEY SPRINGS	100-01-5430	37.02 37.02
46439	5/30/2018 476568	01260 CAPITAL - ADMIN & GARAGE ROOF DEPOSIT	JEFF ZACK	518-99-8010	4,130.00 4,130.00

## Expense Approval Report

Payment Dates: 05/30/2018 - 5/30/18

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
46440	5/30/2018 STEELE, J 5/29/18	02007 REFUND - ACTIVE ADULTS	JUNE STEELE	200-2372	59.00 59.00
46441	5/30/2018 6360690	01238 HARDWARE SMALL TOOLS	KIMBALL MIDWEST	300-41-6016	152.56 152.56
46442	5/30/2018 PAINE M 05/30/18	02011 REFUND - SPRING JR GOLF CAMP	MICHAEL PAINE	300-43-6028	115.78 115.78
46443	5/30/2018 94641-TM	01440 REMOTE IT ASSISTANCE	MINDSIGHT	100-01-5469	112.50 112.50
46444	5/30/2018 3563-091609 3563-091614 3563-094041 3563-094304 3563-094641	01057 HARDWARE SMALL TOOLS GAS OIL GREASE HARDWARE SMALL TOOLS OIL HARDWARE SMALL TOOLS	NAPA HEIGHTS AUTOMOTIVE	300-41-6016 300-41-6024 300-41-6016 300-41-6024 300-41-6016	245.08 25.56 25.98 80.99 107.76 4.79
46445	5/30/2018 51440618 51440618	01058 LIFE INSURANCE MONTHLY LIFE INSURANCE MONTHLY	NCPERS GROUP LIFE INSURANCE	100-2030 200-2030	48.00 16.00 32.00
46446	5/30/2018 99-29-17-0000 5 5/2...	01059 ADMIN NATURAL GAS 4/24/18-5/4/18	NICOR	200-02-5204	45.89 45.89
46447	5/30/2018 001005 001005 001008	01720 FREON POOL BOILER HVAC REPAIR	NORTHFIELD HEATING AND AIR	200-02-6032 200-10-5420 200-02-5422	3,980.00 750.00 850.00 2,380.00
46448	5/30/2018 3102168740	01065 POSTAGE MACHINE LEASE	PITNEY BOWES GLOBAL FINANCIAL SERVICES	200-02-5430	206.00 206.00
46449	5/30/2018 771134 771134-1	01070 JANITORIAL SUPPLIES JANITORIAL SUPPLIES	RAMROD	200-02-6022 200-02-6022	374.25 349.40 24.85
46450	5/30/2018 82420	01073 RENTAL EQUIPMENT	ROUTE 12 RENTAL	300-41-5201	90.11 90.11
46451	5/30/2018 7523420	01099 COUNTRY GARDENS LAVORATORY	SERVICE SANITATION INC	200-30-5200	119.43 119.43
46452	5/30/2018 339648	01865 APRIL 2018 GYMNASTICS CLASSES	SPORTS KIDS INC	200-07-5300	353.60 353.60
46453	5/30/2018 1140099	01673 CAPITAL - WINDOW EPLACEMENTS OOC	SUBURBAN TRIM & GLASS	523-99-8010	2,538.00 2,538.00
46454	5/30/2018 33027683 33028915 33050103 5/30/18 33145591 33156517 5/30/18 33168957 5/30/18 33172373 5/30/18 33178345 5/30/18 33188073 33194492 33198242 33199504 33203762	01078 CREDIT MEMO - EQUIPMENT CREDIT MEMO - EQUIPMENT EQUIPMENT S/O EQUIPMENT S/O CLUBS EQUIPMENT S/O EQUIPMENT EQUIPMENT S/O EQUIPMENT S/O EQUIPMENT EQUIPMENT S/O EQUIPMENT S/O EQUIPMENT	TAYLOR MADE	300-1360 300-1360 300-1360 300-42-6010 300-42-6010 300-1360 300-42-6010 300-1360 300-42-6010 300-42-6010 300-1360 300-42-6010 300-42-6010	10,969.86 -3,498.85 -1,023.30 10,014.46 545.25 541.04 301.19 289.68 289.68 497.76 1,081.67 351.68 189.67 128.87

## Expense Approval Report

Payment Dates: 05/30/2018 - 5/30/18

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Payment Amount Item Amount
	33203989	S/O EQUIPMENT		300-42-6010	131.60
	33206904	CREDIT MEMO - S/O EQUIPMENT		300-42-6010	-525.35
	33209381	S/O EQUIPMENT		300-42-6010	750.50
	33209729	CREDIT MEMO - S/O EQUIPMENT		300-42-6010	-280.25
	332112206	EQUIPMENT		300-1360	643.36
	33224163	S/O EQUIPMENT		300-42-6010	541.20
46456	5/30/2018	01976	TERRACE SUPPLY COMPANY		12.98
	70399904	HARDWARE SMALL TOOLS		300-41-6016	12.98
46457	5/30/2018	02009	THE KNOT		9,659.86
	INV00653749	MARKETING 2019		523-1225	4,829.93
	INV00653749	MARKETING		523-99-8010	4,829.93
46458	5/30/2018	01964	THE WIFFLOT INC		170.00
	523	CO-OP CLASS		200-05-5300	170.00
46459	5/30/2018	01616	TOUR EDGE GOLF MFG INC		319.00
	IN-10209852	S/O EQUIPMENT		300-42-6010	319.00
46460	5/30/2018	01542	TOWN SQUARE PUBLICATIONS		500.00
	PROSPECT HEIGHTS ...	WHEELING & PROSPECT HEIGHTS CHAMBER COM GUIDE		523-99-8010	500.00
46461	5/30/2018	02008	TRAVIS MATHEW LLC		1,346.41
	3430419	APPAREL		300-1362	1,346.41
46462	5/30/2018	01017	UNIVAR USA INC		1,846.31
	CH017582	CHEMICAL SUPPLIES		200-10-6015	943.66
	CH017879	CHEMICAL SUPPLIES		200-10-6015	902.65
46463	5/30/2018	01092	US KIDS GOLF		145.24
	IN1269561	S/O EQUIPMENT		300-42-6010	145.24
46464	5/30/2018	02010	VACUUM EXPERTS		189.44
	7762	REPAIR		300-40-6016	189.44
46465	5/30/2018	01081	VILLAGE OF MOUNT PROSPECT		1,894.65
	9160-002 5/15/18	OOCC SEWER BASE		300-40-5206	5.00
	9160-002 5/15/18	OOCC WATER BASE		300-40-5206	7.00
	9160-002 5/15/18	OOCC SEWER VOLUMETRIC		300-40-5206	309.70
	9160-002 5/15/18	OOCC WATER VOLUMETRIC		300-40-5206	1,572.95
46466	5/30/2018	01081	VILLAGE OF MOUNT PROSPECT		630.40
	11663-001 5/15/18	GMRC WATER		200-02-5206	630.40
46467	5/30/2018	01081	VILLAGE OF MOUNT PROSPECT		77.30
	11654-001 5/15/18	GROUNDS WATER/SEWER		300-41-5206	77.30
46468	5/30/2018	01082	WAREHOUSE DIRECT		558.69
	3909646-0	JANITORIAL SUPPLIES		200-02-6022	558.69
Grand Total:					72,673.94



## Report Summary

## Fund Summary

Fund	Payment Amount
100 - CORPORATE FUND	5,334.52
200 - RECREATION FUND	16,164.07
300 - GOLF	32,912.66
405 - PAVING & LIGHTING FUND	367.21
408 - POLICE FUND	322.62
412 - MEMORIAL FUND	185.00
518 - CAPITAL PROJECT FUND	4,690.00
523 - CAPITAL 98 GOLF FUND	12,697.86
<b>Grand Total:</b>	<b>72,673.94</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-01-5105	AFLAC	70.80
100-01-5430	SERVICE CONTRACTS	2,138.52
100-01-5465	LICENSES AND FEES	349.00
100-01-5469	IT SERVICES CONTRACTS ...	112.50
100-01-6024	GAS OIL AND GREASE	2,647.70
100-2030	INSURANCE WITHHELD	16.00
200-02-5105	AFLAC	51.24
200-02-5204	NATURAL GAS-HEAT	1,502.92
200-02-5205	ELECTRICITY	1,861.04
200-02-5206	WATER SEWER	630.40
200-02-5320	TELEPHONE	474.37
200-02-5422	CONTRACTED REPAIRS H...	2,380.00
200-02-5430	SERVICE CONTRACTS	206.00
200-02-6022	JANITORIAL SUPPLIES	932.94
200-02-6032	REPAIR PARTS BUILDING	750.00
200-05-5300	CONTRACTED SERVICE	170.00
200-06-5350	BUILDING RENTAL	747.00
200-07-5300	CONTRACTED SERVICE	353.60
200-10-5420	CONTRACTED REPAIRS E...	850.00
200-10-5465	LICENSES AND FEES	300.00
200-10-6015	CHEMICAL SUPPLIES	1,846.31
200-2030	INSURANCE WITHHELD	32.00
200-2372	REFUND CLEARING ACCO...	118.00
200-30-5200	RENTAL LAVATORY	119.43
200-30-5300	CONTRACTED SERVICE	1,723.82
200-30-5465	LICENSES AND FEES	750.00
200-30-6047	FIELD MAINTENANCE SUP...	365.00
300-1360	GOLF EQUIPMENT INVEN...	8,088.16
300-1362	GOLF APPAREL INVENTORY	2,413.80
300-40-5204	NATURAL GAS-HEAT	1,068.60
300-40-5205	ELECTRICITY	5,274.04
300-40-5206	WATER SEWER	1,894.65
300-40-5320	TELEPHONE	124.12
300-40-5331	PROMOTION	600.00
300-40-6016	HARDWARE SMALL TOOL ...	189.44
300-40-6042	GOLF SPECIAL EVENT EXP...	221.25
300-41-5056	OVERTIME	275.12
300-41-5201	RENTAL EQUIPMENT	90.11
300-41-5206	WATER SEWER	77.30
300-41-5300	CONTRACTED SERVICE	6,785.97
300-41-5320	TELEPHONE	104.43
300-41-5428	IRRIGATION MAINTENAN...	122.96
300-41-6016	HARDWARE SMALL TOOL ...	276.88
300-41-6024	GAS OIL AND GREASE	133.74
300-41-6048	STAFF UNIFORMS	650.06

**Account Summary**

Account Number	Account Name	Payment Amount
300-42-6010	GOLF SPECIAL ORDER EQU..	4,406.25
300-43-6028	PROGRAM SUPPLIES-HOO...	115.78
405-99-5205	ELECTRICITY	367.21
408-99-5465	LICENSES AND FEES	322.62
412-99-4044	TREE OF LIFE	185.00
518-99-8010	BUILDING IMPROVEMENTS	4,690.00
523-1225	PREPAID EXPENSES	4,829.93
523-99-8010	BUILDING IMPROVEMENTS	7,867.93
	<b>Grand Total:</b>	<b>72,673.94</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	72,673.94
<b>Grand Total:</b>	<b>72,673.94</b>



To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: June 2018

#### Request for Proposals for Redevelopment of District Website

The RFP was released last month; six potential vendors are being interviewed; staff will make a recommendation to the Board in July to award a contract. The new site should launch in October.

#### Community Day

The District participated in this event. Along with the Prospect Heights Library and River Trails Park District, we sponsored the bounce house for the children. Staff distributed information at the event about District programs and events.

#### Heron Pond

The erosion control continues to be an issue in that area between the creek at Walnut Woods and Heron Pond. NRC continues to be helpful. In May, City's staff met with MWRD regarding erosion, bank stabilization and debris of McDonald Creek. The Creek Commission has discussed a comprehensive plan that would need to be developed and then reviewed by the Army Corp, IEPA, and the Des Plaines Watershed committee. It may be submitted for review to be added to the Des Plaines River Watershed Plan. These take time but the residents at Heron Pond are happy it is being considered. Meanwhile the NRC continues to assist with the Park property.

#### Thank you!

Staff has done an outstanding job preparing for busy season with preparing the pool and golf course, hiring and training seasonal staff for camp, pool and golf course; In addition they are all handling more duties with the vacant Finance Manager position and the flooding that destroyed fields and several pumps at the pool and at the golf course. They have all jumped in and keep smiling despite the obstacles.

I appreciate the board's support and patience while regular schedules of reports, etc. have been varying as of late.

#### Coming up ....

The next few weeks will be filled with the RFP for the telephone system, hiring a Finance Manager and preparing the job description for the Banquet Manager to begin in the fall.



June 13, 2018

To: Christina Ferraro, Executive Director  
From: Julie Caporusso, Superintendent of Recreation  
Re: June Board Report

### **Supervisor of Recreation**

It is with great sadness mixed with pride and excitement that Olivia Shapley will be leaving our team and joining the Park Ridge Park District.

We wish her success and thank her for the excellent work that she completed over the last 2 years at PHPD.

### **July 4<sup>th</sup> Parade**

Commissioners, Staff and Swim Team families have been invited to ride or walk with park district float. We will meet at St. Alphonsus at 9:30 AM the parade starts at 10:30 AM and will end at the Hebron Presbyterian Church for lunch.

### **First Day of Camp**

Our back-parking lot was closed down as it was filled with mud. We managed the parking situation as best possible and pick-up was smooth with Laura and Marci moving the camp pick-up locations.

I would like to give a big thanks to the Prospect Heights Fire District for coming out and hosing the mud out of the lot and also the Prospect Heights Police for helping manage the traffic flow.

### **Block Party**

The entertainment for Saturday, June 23<sup>rd</sup> will include:

9 PM Semple Band – Rock/Pop music

7 PM Nashville Electric Company – Country music

5 PM The Wize Guys – Oldies music

The bartenders are ready to pour! We are adding Blue Moon and Revolution to our regular line-up of Miller Lite, MGD, Mike's Hard Lemonade, Sharp, red wine and white wine.

### **PDRMA**

Our monthly full-time staff training was initiated by Edlyn it encompasses harassment.



**Marketing**

For June we will be designing new FOB's with our new logo and updating the Fitness Brochure with our new logo. All of our athletic classes, swim lessons and Wifflet Kickball are being promoted. For the Block Party we once again used the camp t-shirts for walking billboards. Draft 1 of the fall brochure will be completed by June 18<sup>th</sup>.



June 13, 2018

To: Christina Ferraro, Executive Director  
From: Dino Squiers, Superintendent of Facilities & Parks  
Re: June 2018 Board Report

### **Pool**

Sun sails were installed on the east side of the pool for the season. Well pump motor for the pool shorted out and was replaced; underground pipe connected to the pump was also replaced.

Pool boiler would not ignite due to blocked low pressure gas line. Flooding created from the storm filled the outside pump room located under the slide; both activities pumps were submerged under water due to the sump pump not being able to keep up with the volume of water entering the room. Both pumps were removed and sent out to be serviced.

### **Rear Patio/Concession deck**

Tent for rear patio deck was installed for the season. Concrete section that was dug out to repair ComEd cable break on the concession deck was repaired.

### **Admin/Garage**

Roof shingles on the administration building and garage were replaced. Old roof was torn off, ice shield installed and roof vent added.

### **Parking Lot Lights**

LED overhead lights were installed to replace existing mercury vapor pole fixtures in the parking lot. We submitted and received a grant from ComEd to cover a portion of the expense for the fixtures. Energy efficient LED lights will provide lower energy use and longer life.

### **Bike path**

Repairs have begun on the bike path by Country Gardens and will continue east. Repairs will vary from filling cracks to cutting out sections of the path and replacing the black top.

### **CPO**

Last month I attended class at NIU and tested to renew my certified pool operator's license. Certification is issued by the National Swimming Pool Foundation and is valid for five years.

**Fitness center**

Power was added to the east wall, large circulating fan from south wall was moved to that location and a smaller circulating fan was put in its place.

**Rear Parking Lot**

Thanks to Tim Jones and the Prospect Height Fire Department for assisting us in the cleanup of the rear parking lot, over flow from the creek filled the parking lot with water and debris. Infield mix also washed into the lot from the flooding that crossed Elm Street. When it rains water flows into the creek from the parking lot drains, once the creek is full it back feeds into the parking lot and the rear parking area becomes flooded. Water can raise high enough to enter cars parked in the lot.

**Lions Field**

Heavy rains and the creek overflowing washed out Lions field creating ruts and carrying the infield mix to the outfield. Warning track was also washed out with infield mix covering the crushed stone. Home plate and batters boxes were washed away. Drains for the dug outs backed up and infield mix washed past the outfield and onto the sidewalk.

**PHWYBS**

Due to excessive flood damage at Lions Parks baseball games will be scheduled at Muir Park until Lions can be rebuilt.

**Parks**

Grass cutting is in full swing and with all the rain grass is growing faster than ever; some areas never get a chance to dry out making it difficult to cut. Clean up and garbage pickup continues at all parks.



To: Christina Ferraro, Executive Director  
From: Marc Heidkamp, Director of Golf Operations  
Re: May 2018 Golf Operations Board Report

Breaking records are great when they develop positive results. Unfortunately, this May was the wettest on record and held us back from making up lost ground from the prior months. The good news is we did have several beautiful days that showed signs of greatness. On the nice days, the tee sheet was filled with reservations. We had two additional outings that helped to increase our head count of rounds for the month total. This is a positive sign when the weather is nice we witnessed great results especially over the holiday weekend. We look forward to June with real optimism that the play will increase and we will catch up to last year's numbers.

Cooler renovation has been completed. I am extremely happy with the installation and being able to save on wasted water. The remaining cooler repairs will take place once Midori is out of building. This will get us off all city water and lower our operating costs of water charges.

The two obsolete exit doors in banquet room have been replaced with straight glass. This removal saved the operation several thousand dollars instead of replacing with new doors. Now the entire south glass wall in the banquets room is all glass. This also will help and prevent patrons from opening doors and sending loud noise over to condos.

Junior Golf programs are underway. It's nice to see the youth on the course learning and developing. As we move to the future we hope to see the youth return and help to grow the game back to its desired levels of the past years.

Looking forward, we are down \$37,939.87 in Golf revenue year to date. This is a number that can be recovered providing we get some good weather. We will be doing everything possible to control costs and increase revenues that insure for a positive 2018 outcome.

Golf Shop sales were positive along with special orders. Our clientele is willing to upgrade equipment which is also positive. We are looking for great weather for the remainder of the season and lots of golf to come.

MAY	2017	2018	% CHANGE 17 V 18
GREENS FEES	\$54,952.73	\$35,991.03	-35%
CART RENTAL FEES	\$19,272.75	\$21,348.50	11%
APPAREL	\$2,307.76	\$2,464.93	7%
EQUIPMENT	\$3,832.38	\$7,739.15	102%
GOLF BALLS	\$2,937.60	\$3,013.81	3%
DRIVING RANGE	\$1,340.50	\$2,271.50	69%
SPECIAL ORDERS	\$1,869.00	\$4,935.04	164%
OUTINGS	\$9,623.74	\$18,641.56	94%
ROUNDS	2467	3187	29%





June 14, 2018

To: Christina Ferraro, Executive Director  
From: Ike Arden, Grounds Manager Superintendent  
Re: May 2018 Grounds Operations Board Report

I witnessed the most rain for any May since I started working here in 1980. 9.5 inches fell for the month which is a new record for any May. Temperatures ranged from 45 to 96 degrees. With the additional moisture we have been mowing non-stop to keep the course in playable condition. The rough is extremely dense and has been a challenge to keep up with.

Annual flowers were installed throughout the facility and look nice. We were able to hire a new employee to take care of all the flower beds which is a great improvement in dealing with the fast-growing weeds.

We trimmed the tree on Tee #9 as requested. We also had a tree fall down on the 4<sup>th</sup> hole. Debris was removed and the hole is back in play.

We are look forward to the summer and keeping the course in top condition for the busy season. On we go mowing, weeding and more mowing.



June 13, 2018

To: Julie Caporusso, Superintendent of Recreation  
From: Laura Fudala, Supervisor of Recreation  
Re: June Board Report

#### Preschool

May 7th and 8th our preschoolers ended their school year with graduation for our 4year old's and spring sing for our 3 year old's! Our theme this year was Hollywood Stars! Once again, the teachers out did themselves with the decorations and coordination of the program!

May 9th was the all school picnic!

May 14th was the start of extended preschool. Extended preschool was taught by Ms. Schey. Mrs. Fischer and Mrs. Petzel shared the time being the aides.

#### KinderStop

The school year ended on June 7th. We had a very successful school year. Good majority of the staff will be returning again for next school year.

#### Camp

Camp training was held May 30 and 31st and June 7th. May 30th the fire department came to educate the staff on the proper use of epi pens and basic first aid procedures. NWSRA was here on May 31st giving a presentation on behavior management. June 7th was open house. We have a great group of staff this summer!

To date we have 350 campers registered (included in this count is Performing Arts Camp, Jr. Explorers, Explorers, Adventure, Sports and Travel).



June 2018

To: Julie Caporusso, Superintendent of Recreation  
From: Marci Glinski, Supervisor of Recreation  
Re: June 2018 Board Report

### **Dance**

Our spring dance recital was a huge success. We had 283 family and friends in our audience at Forest View Educational Center. Our dancers and teachers did a great job entertaining our audience.

Our competition dance teams participated in one last competition this season, LEAP! Dance Competition in Batavia on May 19, 2018. The Senior Team won 4 ½ out of 5 Stars & 9<sup>th</sup> Overall. Our STAR Team won 4 Stars out of 5. Our next try out for our competition teams will be in late August. I look forward to watching this team continue to grow and reach for the STARS.

I am so excited that Katie Williams & Stacey O'Keefe have joined our dance teacher team. These 2 new teachers will train over the summer and start their own classes in the Fall.

### **Performing Arts**

Our 1<sup>st</sup> week of Creative & Performing Arts Camp is underway and I am excited to announce that we have 24 campers. This is 4 more than last year. The campers are having a great time and enjoyed their in-house field trip on Wednesday at a Noah's Ark Stuffed Animal Workshop. We are looking forward to our 1<sup>st</sup> performance on Friday named... 3 Little Elephants. My counselors are doing a great job keeping the kids on track for a great summer. We currently have 22 campers registered Production Camp that will start next Tuesday with the show Rotten... The Heir of the Isle. Director, Luci Schmidt wrote our script this year as a spin off of The Disney's Descendants. Our production will be on Thursday, July 23rd.

### **Concession Stand**

The concession stand opened on Friday, June 8<sup>th</sup>. It was a rainy start to the weekend but we were open with the pool waiting to serve our patrons. The first week of camp has been going great. We started camp lunch on Wednesday and had 21 kids enjoy their 1<sup>st</sup> hot dog lunch of the season. I am currently working with local restaurants to cater a couple of our camp lunches each week. Our Rectrac software for the concession POS for this summer has been updated. All purchasing and inventory now goes through Rectrac.

### **Active Adults**

Our Active Adults have had a busy start to the summer. Our current trips to Theatre at The Center to see Forever Plaid with 11 patrons, A trip to Starved Rock to see A Touch

of Kenny with 18 patrons, A trip to Music Theatre Works to see Pirates of Penzance with 8 patrons, The Fireside Dinner Theatre to see Church Basement Ladies with 10 patrons, and A trip to Rosewood Theatre to enjoy The Classic Hits Parade and a supper club luncheon with 24 patrons. There are many more great trips for them to enjoy over the summer.

**Special Events**

Our next special event will be a Family Poolside Bingo Night which is planned for Friday, June 29<sup>th</sup> 6:00pm – 8:00pm.





June 14, 2018

To: Julie Caporusso, Superintendent of Recreation  
From: Olivia Shapley, Recreation Supervisor  
Re: June Board Report

### **Aquatics**

Opening for the pool went well, it was a little chilly but we are up and running! We are looking forward to another summer serving the community.

The swim team and swim lessons are underway and going well. We have 4 coaches for the swim team this year! We have the highest number of participants that we have had on swim team in a few years, we have 50 participants!

### **Fitness Membership Statistics Report**

**(Comparing April 2017 to April 2018)**

<b>Memberships</b>	<b>May 2018</b>	<b>May 2017</b>
3 Months Pass	6	5
Gym & Racquetball Pass	15	13
1 Year Fitness Pass	26	25



To: Park Board of Commissioners  
 From: Christina Ferraro, Executive Director  
 Re: Food and Beverage Golf Course Update

UPDATED timeline for transitioning the food and beverage operation in 2019. **Bold** indicates duty complete

Month	Duty
Feb 2018	<ul style="list-style-type: none"> <li>• <b>Prepared banquet contract for 2019</b></li> <li>• <b>Attorney reviewed banquet contract for 2019</b></li> <li>• <b>Prepared informational packages containing information about services and menus for dinner, lunch, brunch, outings, etc.</b></li> <li>• <del><b>TENTATIVE Prepare and release RFP for graphic artist</b></del></li> </ul>
March 2018	<ul style="list-style-type: none"> <li>• <b>Contracts and wedding info packages released</b></li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• <b>Researchd solution to conversion of coolers</b></li> </ul>
May 2018	<ul style="list-style-type: none"> <li>• <b>Converted coolers</b></li> </ul>
June 2018	<ul style="list-style-type: none"> <li>• <b>Placed ads with WPH Chamber and the Knot</b></li> </ul>
July 2018	<ul style="list-style-type: none"> <li>• Begin recruiting Banquet Manager</li> </ul>
August 2018	<ul style="list-style-type: none"> <li>• Interview and hire Banquet Manager</li> <li>• Work with EZLinks on inventory control</li> <li>• Review Mt Prospect signage ordinance</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>• Banquet Manager starts and begins working on updating the website, hiring staff, creating policy and procedures</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>• RFP for signage fabrication and install</li> </ul>
November 2018	
December 2018	<ul style="list-style-type: none"> <li>• Installation of signage</li> </ul>
	2019
Jan 2019	<ul style="list-style-type: none"> <li>• Tastings begin</li> </ul>
Feb 2019	<ul style="list-style-type: none"> <li>• Advertise in The Knot</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>• Install upstairs stove and refrigerators</li> </ul>



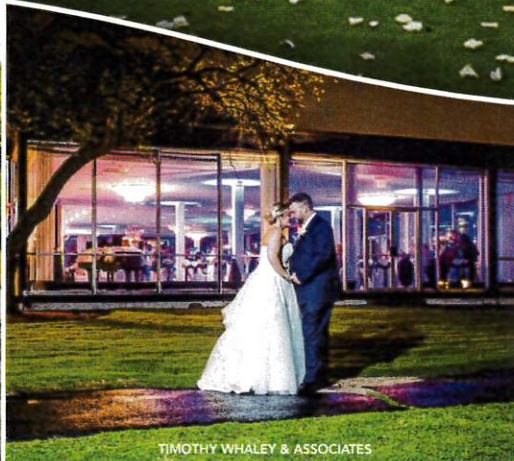
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AND NEVER FORGOTTEN



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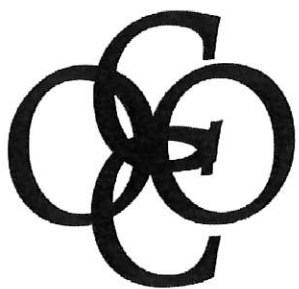
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To: Park Board of Commissioners  
From: Christina Ferraro, Executive Director  
Re: Renewal of Recreational Lease with ComEd

The Prospect Heights Park District entered into a lease agreement with ComEd for a twenty-year term from June 1, 1998 through May 31, 2018 to construct and maintain a bike path which is four miles long and ten feet wide. On September 1, 2015, the District and ComEd amended the lease agreement to include the 50 acres of open land adjacent to the bike path and the Com Ed right-of-way.

In 2015 the City of Prospect Heights received a grant from ComEd to restore the natural prairie habitat along the 4-mile bike trail and ComEd right-of-way just east of Country Gardens Park and the Prospect Heights Park District contributed \$5,000 to this project. The NRC has managed this project of preserving and restoring this area.

#### RECOMMENDATION

Authorize me to work with legal counsel to renew the Recreational Lease agreement between the District and ComEd for an additional twenty-year term from June 1, 2018 through May 31, 2038 to maintain the bike path and maintain the open land adjacent to the bike path and the Com Ed right-of-way.

The renewal process requires the submission of documents including an Environmental Due Diligence form. There is also a review fee of \$1,500.00 the District would pay ComEd.

# Prospect Heights Park Distict

## Fund Report

May 31, 2018

		May 2018 Revenue	2018 Year to Date Revenue	2018 Budget Amount	% Earned	2017 Prior Year Month	2017 Prior Year to date	Variance Current vs. Prior Year
	<b>Revenue</b>							
100	Corporate	\$ 7,702	\$ 561,642	\$ 1,094,848	51%	\$ 6,542	\$ 543,794	\$ 17,848
200	Recreation	\$ 24,830	\$ 476,188	\$ 1,490,353	32%	\$ 38,149	\$ 591,430	\$ (115,242)
300	Golf	\$ 137,798	\$ 307,024	\$ 1,299,067	24%	\$ 136,605	\$ 326,184	\$ (19,160)
410	Special Rec.	\$ 531	\$ 62,919	\$ 122,501	51%	\$ 426	\$ 61,737	\$ 1,182
518	Parks Capital	\$ -	\$ -	\$ 167,013	0%	\$ -	\$ -	\$ -
523	Golf Captial	\$ -	\$ -	\$ 294,000	0%	\$ -	\$ -	\$ -
600	Debt Services	\$ 2,747	\$ 325,521	\$ 1,792,884	18%	\$ 2,193	\$ 317,947	\$ 7,574
400	Other Funds	\$ 2,053	\$ 250,989	\$ 511,730	49%	\$ 1,706	\$ 231,850	\$ 19,139
	<b>Total Revenue</b>	<b>\$ 175,661</b>	<b>\$ 1,984,283</b>	<b>\$ 6,772,396</b>	<b>225%</b>	<b>\$ 185,621</b>	<b>\$ 2,072,942</b>	<b>\$ (88,659)</b>
	<b>Expense</b>	<b>May 2018 Expenses</b>	<b>2018 Year to Date Expenses</b>	<b>2018 Budget Amount</b>	<b>% Used</b>	<b>2017 Prior Year Month</b>	<b>2017 Prior Year to date</b>	
100	Corporate	\$ 30,837	\$ 144,658	\$ 841,185	17%	\$ 193,285	\$ 313,412	\$ (168,754)
200	Recreation	\$ 97,396	\$ 497,599	\$ 1,582,349	31%	\$ 104,896	\$ 503,792	\$ (6,193)
300	Golf	\$ 110,648	\$ 412,234	\$ 1,299,067	32%	\$ 116,420	\$ 451,396	\$ (39,162)
410	Special Rec.	\$ -	\$ 39,246	\$ 136,295	29%	\$ -	\$ 37,576	\$ 1,670
518	Parks Capital	\$ 11,611	\$ 34,357	\$ 319,725	11%	\$ 28,891	\$ 53,516	\$ (19,159)
523	Golf Captial	\$ 92,682	\$ 139,132	\$ 294,000	47%	\$ 1,046	\$ 24,314	\$ 114,818
600	Debt Services	\$ 140,020	\$ 140,020	\$ 1,792,884	8%	\$ -	\$ -	\$ 140,020
400	Other Funds	\$ 30,027	\$ 148,320	\$ 467,515	32%	\$ 18,624	\$ 134,201	\$ 14,119
	<b>Total Expense</b>	<b>\$ 513,221</b>	<b>\$ 1,555,566</b>	<b>\$ 6,733,020</b>	<b>207%</b>	<b>\$ 463,162</b>	<b>\$ 1,518,207</b>	<b>\$ 37,359</b>
	<b>Surplus/Deficit</b>	<b>\$ (337,560)</b>	<b>\$ 428,717</b>	<b>\$ 39,376</b>	<b>19%</b>	<b>\$ (277,541)</b>	<b>\$ 554,735</b>	<b>\$ (126,018)</b>

ORDINANCE NO. 06.19.18A

AN ORDINANCE abating the tax heretofore levied for the year 2017 to pay debt service on \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B of the Prospect Heights Park District, Cook County, Illinois

\* \* \*

WHEREAS, the Board of Park Commissioners (the "*Board*") of the Prospect Heights Park District, Cook County, Illinois (the "*District*"), by ordinance adopted on the 1st day of December, 2014 (the "*Bond Ordinance*"), did provide for the issue of \$7,675,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2014B (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Bond Ordinance) available for the purpose of paying the debt service due on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2017 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

*Section 1. Abatement of Tax.* The tax heretofore levied for the year 2017 in the Bond Ordinance is hereby abated in its entirety.

*Section 2. Filing of Ordinance.* Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2017 in accordance with the provisions hereof.

*Section 3. Effective Date.* This ordinance shall be in full force and effect upon its adoption.

Adopted June 19, 2018.

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President, Board of Park Commissioners

ATTEST:

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Secretary, Board of Park Commissioners

[SEAL]



ORDINANCE NO. 06.19.18 B

**AN ORDINANCE ADOPTING PREVAILING WAGE RATES  
TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS  
PERFORMING CONSTRUCTION OF PUBLIC WORKS  
IN THE PROSPECT HEIGHTS PARK DISTRICT  
COOK COUNTY, ILLINOIS**

**WHEREAS**, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

**WHEREAS**, the Act requires that during the month of June of each calendar year the Board of Commissioners of the Prospect Heights Park District ("Park District") investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Park District for laborers, mechanics and other workers performing construction of public works for the Park District.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE PROSPECT HEIGHTS PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:**

**Section 1:** To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois (the "Department") which are in effect on August 31, 2017. If the Department adopts different rates after June 1, 2018 during the month of June, 2018, a copy of that determination will be appended hereto and incorporated herein by reference when it is available from the Department. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Park District. The

definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

**Section 2:** Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Park District except public works construction to the extent required by the Act.

**Section 3:** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**Section 4:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5:** The Secretary shall publicly post or keep available for inspection by any interested party in the main office of this Park District this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 6:** By July 15<sup>th</sup>, the Secretary shall file a certified copy of this Ordinance with the Illinois Department of Labor.

**Section 7:** Within thirty (30) days after filing a certified copy of this Ordinance with the Department of Labor, the Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body or by a hyperlink posted to the Department's determination in accordance with 820 ILCS 130/9.

**Section 8:** The Secretary shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**Section 9:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
PRESIDENT  
PROSPECT HEIGHTS PARK DISTRICT

ATTEST

\_\_\_\_\_  
SECRETARY

**Prospect Heights Park District**

**Resolution No. 06.19.18A**

**Resolution Establishing a Policy for Electronic Attendance at Meetings of the Board of Commissioners of the Prospect Heights Park District**

Whereas, Section 7 of the Open Meetings Act (5 ILCS 120/1 et seq.) (the "Act") permits elected and appointed officials to participate in public meetings even while not being physically present; and

Whereas, the OMA requires bodies to adopt a remote participation policy that conforms to OMA's requirements and restrictions; and Whereas, the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, (the "Park District"), hereby finds that it is in the best interest of the Park District to allow electronic attendance by Park Commissioners at Park Board meetings in accordance with the Act; and

Now, therefore, be it ordained by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated if said recitals were fully set forth within the Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District adopts the "Policy for Electronic Attendance Meetings of the Board of Commissioners of the Prospect Heights Park District," attached as Exhibit A.

Section Three: Any and all motions, policies, or resolutions of the Prospect Heights Park in conflict with the provisions of this ordinance shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by the law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES:

NAYS:

ABSENT:

Approved this day of \_\_\_\_\_, 2018.

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President, Board of Commissioners

ATTEST

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Secretary, Board of Commissioners



## **Exhibit A**

### **Policy for Electronic Attendance Meetings of the Board of Commissioners of the Prospect Heights Park District**

It is the policy of the Prospect Heights Park District ("Park District") that a member of the Board of Commissioners ("Board") may attend and participate in any meeting of the Board from a remote location via telephone, video, or internet connection, provided that such attendance and participation is in compliance with this policy and any other applicable laws. A Commissioner shall be provided the opportunity to attend an open and closed meeting from a remote location if the Commissioner meets the following conditions and a majority of a quorum of the Board votes specifically to approve the remote attendance for that particular meeting:

1. The Commissioner must notify the Executive Director at least 24 hours before the meeting unless advance notice is impractical;
2. The Commissioner must meet one of permitted statutory prerequisites for physical absence: (a) that the Commissioner cannot attend because of personal illness or disability; (b) the Commissioner cannot attend because of employment obligations or the business of the Park District; or (c) the Commissioner cannot attend because of a family or other emergency; and
3. A quorum of the Board is physically present at the location of the public meeting. A vote of a majority of a quorum shall be necessary to decide the issue. A quorum must be physically present for the meeting to continue.
4. Written minutes of all Board meetings, whether open or closed, shall include whether the Park Commissioners were physically present or present by means of audio or video conference
5. As the first items of business, the Park Commissioners who are physically in attendance as at Park Board meetings shall determine, by majority vote, whether a Park Commissioner who is not physically in attendance may participate in that meeting by other means.
6. Once a Park Commissioner is authorized by the Board to attend the meeting by electronic means, the Commissioner shall have the right to exercise all of the rights and privileges of a Park Commissioner attending in person.

**Prospect Heights Park District**

**Resolution No. 06.19.18B**

**Resolution Establishing Policy Concerning Destruction of Certain Closed Session Verbatim Records**

Whereas, pursuant to Section 2.06(a) of the Open Meetings Act, 5 ILCS 120/2.06 (a), the Prospect Heights Park District ("Park District") is required to prepare and maintain verbatim records of its closed sessions, and prepare and approve closed session meeting minutes; and

Whereas, Section 2.06(c) of the Open Meetings Act, 5 ILCS 120/2.06(c), authorizes the Park District to periodically destroy a verbatim record of a closed session not less than 18 months after the completion of that closed session and only after (1) the Park District Board of Commissioners ("Board") approves the destruction of a particular verbatim record and (2) the Board approves minutes of the closed session prepared in accordance with Section 2.06(a) of the Open Meetings Act, 5 ILCS 120/2.06(a); and

Whereas, the Board desires to establish a policy authorizing the destruction of certain closed session verbatim records for which written minutes have been approved during the Board's semi-annual review.

Now, therefore, be it resolved by the Board of Park Commissioners of the Prospect Heights Park District, Cook County, Illinois, as follows:

Section One: The recitals set forth hereinabove shall be and they are hereby incorporated if said recitals were fully set forth within the Section One.

Section Two: The Board of Commissioners of the Prospect Heights Park District adopts the "Policy Concerning Destruction of Certain Closed Session Verbatim Records," attached as Exhibit A.

Section Three: Any and all motions, policies or resolutions of the Prospect Heights Park in conflict with the provisions of this resolution shall be and are hereby, repealed to the extent of such conflict.

Section Four: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by the law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES:

NAYS:

ABSENT:

Approved this day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of Commissioners

ATTEST

\_\_\_\_\_  
Secretary, Board of Commissioners

**Exhibit A**

## **Policy Concerning Destruction of Certain Closed Session Verbatim Records**

In accordance with the Open Meetings Act, to 5 ILCS 120/2.06 (c), the Board of Commissioners of the Prospect Heights Park District or its designee is shall destroy the particular audio and video recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court order requiring the preservation of such recording; and
- D. The Board of Commissioners has not passed a motion requiring the preservation of the verbatim recording of that meeting.